

# The City of Tustin



**Invites Your  
Interest in  
the Position of  
CHIEF OF POLICE**

## THE COMMUNITY

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The City of Tustin is located in the heart of Orange County encompassing over 11 square miles. Just 37



miles southeast of Los Angeles, Tustin offers an exceptional quality of life characterized by low crime, superior schools, quality neighborhoods, pre-

mium parks and recreation facilities, and cultural and entertainment amenities, complemented by an ideal Southern California climate. With a current population of 70,339, Tustin continues to flourish. The City's population is projected to reach at least 80,000 within the next few years.

Tustin is home to a diverse industrial commercial base including flexible technology centers, computer component development and manufacturing. Major employers include ADC Communications, Inc., Balboa Instruments, Inc., Cherokee International, LLC, and Ricoh Electronics, Inc. The proximity of state and interstate freeways, airports, seaports and rail service, allows for easy access in and out of Tustin.

Tustin's school-age children are served by two major school districts and the community has an outstanding reputation for quality public education. Rich in academic options, Tustin is ideally situated only a short distance from the University of California at Irvine, California State University - Fullerton, and Chapman College, plus numerous community colleges. In addition, the Tustin MarketPlace, the Tustin Auto Center and Old Town Tustin are prominent centers of cultural and economic activity within the City. Beaches, performing arts centers and regional recreational facilities are in close proximity to Tustin.

## CITY GOVERNMENT

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The City of Tustin operates under a council-manager form of government. Five City Council Members are elected at large to four-year overlapping terms. The

Mayor is selected among the Council. The Council appoints the City Manager, City Attorney and members of various boards and commissions. The City Manager is responsible for the appointment of all other department directors.

The City of Tustin is supported by a full-time staff of 283 and a general fund budget of \$38 million. The City's total budget for fiscal year 2004/05 is \$100 million. The City provides an extensive array of public services, including police, public works, parks and recreation, planning, building and all of the traditional management support functions. Tustin contracts with the Orange County Fire Authority for fire prevention/suppression and emergency services.

## POLICE DEPARTMENT

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The Tustin Police Department (TPD) is supported by 94 sworn and 47 civilian staff members along with a \$17.2 million budget. The Department is organized into three Divisions - Operations, Investigations and Support. Operations and Investigations are each overseen by a Captain and the Police Support Services Administrator manages the Support Division. The balance of the management staff is comprised of five lieutenants, 14 sergeants and five civilian supervisors.

The Department enjoys a strong and positive relationship with the community and places an equal amount of importance on both crime and quality of life issues in response to community concerns. TPD is strongly committed to community oriented policing as evidenced by the constant two-way communication between the Department and Tustin's many stakeholders and the strong partnerships Department professionals and volunteers promote throughout the community. The Department is well resourced and employs the most current technology available to law enforcement today.



## PRIORITIES

In addition to managing the day-to-day responsibilities associated with being Chief, the individual selected will also be expected to focus his/her attention on the following areas during the first few months of his/her tenure:

- Developing a relatively new management team
- Determining the mentoring and coaching needs of a relatively “young” department
- Initiating succession planning in anticipation of significant future retirements
- Participating in the planning related to Tustin’s Legacy Project
- Becoming involved with the community
- Establishing cooperative relationships with regional partners
- Evaluating Department resources, structure and service levels in relation to the community’s expectations, current service demands and future needs
- Analyzing the impacts of changing demographics
- Addressing the ongoing challenges associated with gang activity
- Developing collaborative relationships with the City’s other executive managers

The new Chief will not only be expected to assess and analyze the above challenges and opportunities, but will also be expected to provide the necessary leadership so the Department is positioned to execute strategic action in a timely manner.

### Education & Experience

This position demands substantial supervisory and management experience in a city or county law enforcement agency, with at least three years of senior management experience at the rank of Captain (or equivalent) or above. Senior and/or executive level experience in a mid-large size department or serving as Chief in a smaller agency will position candidates well in competing for this opportunity.

A broad background that includes experience in the operations and administrative areas of policing will be weighted favorably. Ideal candidates will have advanced knowledge and experience in community oriented po-

licing and will possess professional histories that reflect substantial success with collaborative problem solving. A Bachelor’s degree in a related field is required and a Master’s degree and

POST executive certificate are preferred. California experience is highly desirable.

The City of Tustin is extremely interested in candidates who are willing to make a long-term commitment to the Chief’s position. Residency is favored but not required at this time; however, the City Manager reserves the right to establish this as a requirement with reasonable notice at his discretion in the best interest of the community.

### Leadership Qualities

Knowledge of, or experience with, applying contemporary management principles to the utilization of sworn and civilian staff in the interest of maximum efficiency is highly desirable. A background of serving in a growing community with potentially unique security requirements will be highly valued.

Other desirable leadership qualities identified by the City’s leadership include:

- Sound decision maker; exercises good judgment
- Resourceful and efficiency minded
- Exhibits passion and enthusiasm for his/her profession
- Team player and collaborator
- Superior communicator
- Displays a commitment to continuous improvement
- Seeks ideas and solutions outside of own agency
- Flexible; willingly embraces and leads change
- Reveals a healthy sense of humor
- Exceptional manager of resources
- Engages all levels of the Department
- Current knowledge regarding leading edge uses of technology
- Politically astute, but not political



## COMPENSATION & BENEFITS

Tustin offers an attractive compensation package that includes a current annual salary range of up to \$133,788, plus the provision of a City vehicle. Tustin does not participate in Social Security.



Other benefits include:

**Retirement** – California Public Employees Retirement System (CalPERS) 3% @ 50 formula; City pays employee contribution

**Administrative Leave** – Up to 80 hours per year

**General Leave** – Combined vacation/sick - up to 31 days accrual per year based on years of service; cash out of up to 80 hours annually

**Deferred Compensation** – Separate 401(a) plan - City contribution of 2.5%

**Medical/Dental** – Cafeteria plan of up to \$1514 per month for full family coverage

**Life Insurance** – City paid up to annual salary

**Holidays** – 11 paid holidays per year

**Other Benefits** – Bi-annual Wellness Assessment (up to \$400), Dependent Care and Medical Care Reimbursement accounts, Deferred Compensation (457 Plan), Vision, Supplemental Life, and other supplemental programs are available on a voluntary employee paid basis

## APPLICATION & SELECTION PROCESS

To be considered for this incomparable career opportunity, please submit your resume with cover letter, current salary information and a list of six professional references no later than **Friday, August 27, 2004**. Resumes should reflect both years/months of positions and assignments held, as well as size and scope of operations managed. Materials should be submitted to:



Teri Black Brann

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Following the closing date, the candidates with the most relevant qualifications and experience will be granted interviews by the consultant. Those individuals determined to be best suited for the position will proceed in the process. The selection process will include, but is not limited to, oral panel interviews, detailed background and reference checks, a physical examination, and other evaluation activities as warranted. Tustin anticipates welcoming the new Chief in mid-October of 2004.

